

**Religious Education
Committee
and
Director of Religious
Education
Handbook**

UUCSC
2014

The purpose of this handbook is threefold:

- 1) To help those committees that work with staff members/employees (hereafter these terms are interchangeable) carry out their duties following the timeline approved by the UUCSC Board.
- 2) To clarify the protocols for staff and program evaluations, and to resolve employee issues as stated in the Personnel Policy Manual. The protocol for evaluating staff members was changed by the UUCSC Board in the fall of 2013 to align with the UUA's recommended protocol. The new protocol removes the committees from the staff evaluation process. However, the committees will continue to write program goals and a Program Evaluation each year following the timeline below. *See the Appendix for excerpts from the Personnel Policy Manual (P.P.M.).*
- 3) The Supervisor is defined in the Personnel Policy Manual as the Minister or the Congregational Administrator. Committees are not supervisors, and do not have authority to discipline or otherwise sanction employees.

Each committee is directed to review the following sections with its staff member/employee every year, during the September meeting. *(It should be noted that each staff member/employee has been given a Personnel Policy Manual and has signed it, formally acknowledging receipt and their responsibility to "read the Manual and comply with the policies, practices and rules of the Employer.")*

Timeline: Sequence of **your committee's** duties from the P.P.M., section V. E., revised for this handbook.

A. CALENDAR

- September
- Update records and files
- Create meeting schedule
- Review last year's program and goals with emphasis on any areas of improvement
- Set annual program goals
- Review Committee Handbook procedures with staff member
- Review last year's program evaluation form

- October
- Submit program goals to Board 7 days before October meeting

- December
- RE Committee and DRE review annual budget, and if additional funds are needed, submit request to Board and Finance committees no later than 1 week before January Board Meeting

- March
- Committee and DRE complete a Program Evaluation by 3/21
- Submit any requested changes relating to preparation of a new contract to Personnel Committee

- *April*
- Submit Program Evaluation to Board 7 days before April meeting

- Submit estimated budget for following church year to Finance Committee 7 days before April meeting
- May
- Committee meets with staff member/employee to plan coming year program and review past year's program
- Chair writes and submits Annual Report for the Congregation's annual business meeting
- June
- Resolve any unfinished business; refer to Board any unresolved issues 7 days before June Board meeting and copies to Personnel Committee

II. Annual Program Evaluation *See the appendix for P.P.M. section I. N., Performance Evaluation.*

- September: Committee writes program goals
- October: Committee submits program goals to the Board 7 days before October meeting
- March: Committee and staff member write a Program Evaluation by 3/21. The Program Evaluation is based on the goals set in September.
- April: Committee submits the Program Evaluation to the Board 7 days before the April Board meeting.

III. Resolving Employee Issues

The bullets explain the **Formal Procedure** the committee, staff member or supervisor should take, after every effort has been made to collaboratively work out unresolved issues. *See the appendix for P.P.M. section I. N., Resolution of Employee Complaints.*

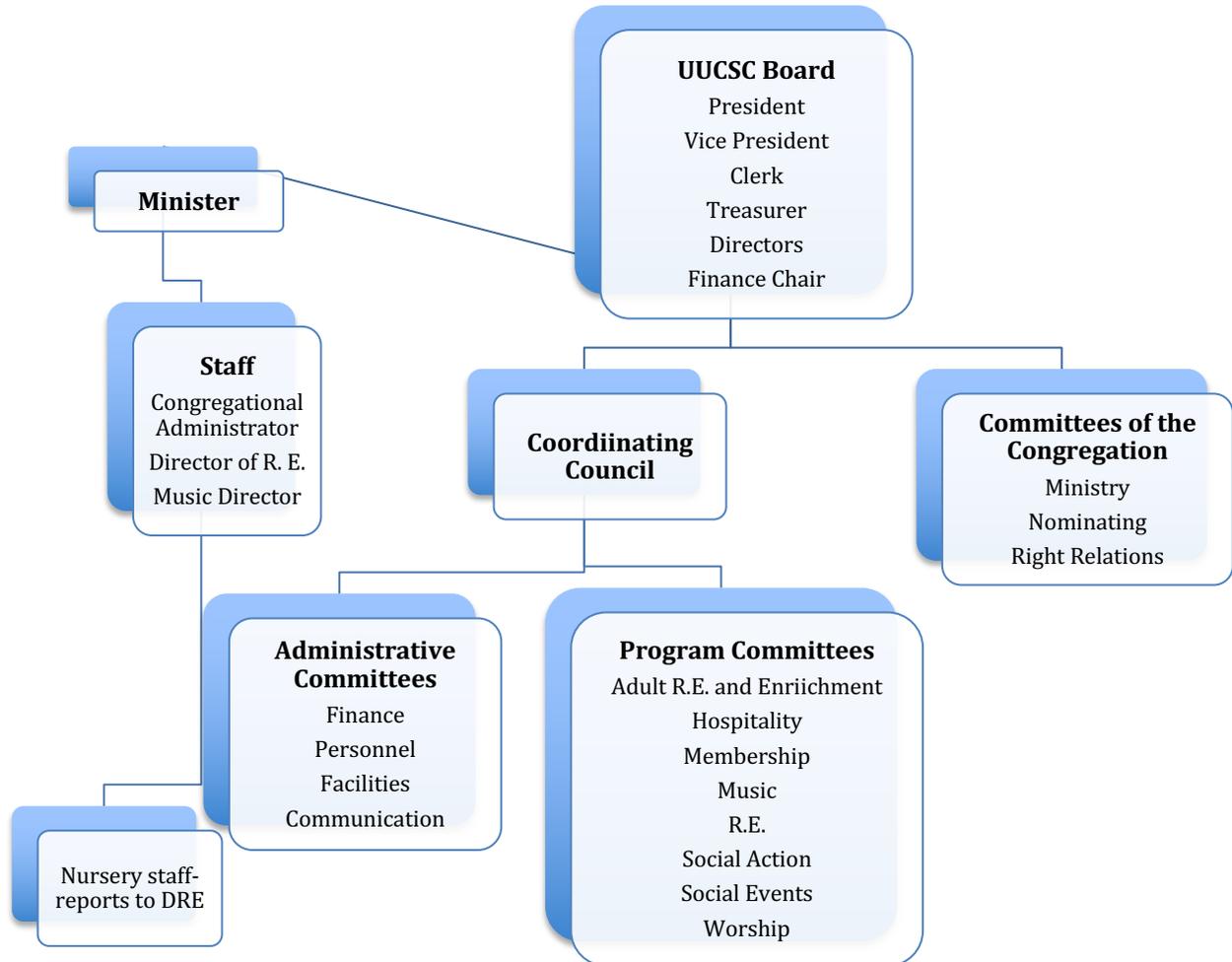
Formal Procedure

- The committee, staff member/employee or supervisor requests a meeting with the Personnel Committee
- Personnel Committee will investigate and/or hold a hearing, and recommend a resolution to the problem
- If Personnel Committee's resolution is not satisfactory to any of the parties, the Board will review the Personnel Committee's recommendation. The Board's resolution to the issue is final and binding

IV. Requesting Changes to Staff Duties or Job Descriptions

A committee does not have the authority to change a staff member's working conditions. Any requested changes to a staff member's working conditions, or a change in duties that would change his/her job description and might affect a new contract, must be made with the agreement of the staff member and his/her supervisor, or the request becomes an unresolved issue. Unresolved issues must be brought to the Personnel Committee. Requests need to be communicated to the Board and the Personnel Committee in March before their respective monthly meetings.

V. Diagram of the UUCSC's Organizational structure (VI.)
UUCSC Organizational Chart



Note: All committees and Supervisor report directly to Board; Staff report to Minister. Group headings are nominal and are those used in the UUCSC Bylaws section headings.

Thank you for reviewing and following these guidelines and procedures. May your committee accomplish its work in a loving, open and joyous spirit.

VI. RE Evaluation Procedures and Questionnaire

UUCSC Religious Education Program- Evaluation Procedures

In any year we are most interested in determining if people feel that the program

- 1) Provides an atmosphere where the children feel safe and welcome (and their parents feel the same), and
- 2) Supports volunteers to be able to spend time in RE each week

In addition, we feel that it is useful to get feedback on the special events that are planned and hosted by the RE program, the curriculum being presented each week, the conversation with the children during services and on participation of youth in services in general. We also wanted to find out how young families are hearing about UUCSC and what we can do to make them feel welcomed and interested in coming back. All feedback is summarized by the RE committee and incorporated into the annual committee report. We work together with the DRE to develop a Google form to gather feedback annually in time for the annual report.

VIII. DRE Job Description

Director of Religious Education **Job Description – Revised Feb. 2017**

The Director of Religious Education (DRE) position at the UU Congregation of South County (UUCSC) is a 20-hour/week position. The program currently includes nursery, kinder, elementary, junior, and senior high RE programs, largely following UU Tapestry of Faith Curricula.

The new DRE would grow and strengthen a strong, existing program. That individual will bring either a UU faith or sufficient understanding to lead from that orientation. While well supported by the RE Committee and staff, there is ample space to shift and alter programming to try new approaches including the possibilities of more multigenerational activities and/or a reorientation to a lifespan faith formation approach. In addition to the requisite experience, it is the intangibles that are being sought – a passion for social justice, an open mind, and, of course, a love of children and families.

The DRE shall primarily work on site unless there is a specific job-related commitment elsewhere.

Supervised by: The Minister
Collaborates with The Religious Education Committee on general program direction.

Responsible for:

Teacher Recruitment, Training, and Support

- a. recruit teachers in May or prior for the upcoming year (annually)
- b. provide training at the start of the church year (annually)
- c. Communicate directly with the teachers each week and prepare ensure classrooms with all have necessary supplies needed for Sunday class (weekly)
- d. send reminders to each teacher prior to the beginning of the session
- e. select youth advisors with the RE Committee

Safety

- a. maintain the physical safety of the classrooms (weekly)
- b. regulate checkout procedure (weekly)
- c. organize and implement fire drill (yearly)
- d. follow through and complete teacher background checks in a timely manner

Administration

- a. register all families within the first month of RE classes (annually and ongoing)
- b. update and maintain RE records (on- going))
- c. update and maintain all emergency information cards (on-going)
- d. attend relevant meetings: Staff, board, meetings with RE chair (on-going)
- e. Update RE Handbook (as needed)
- f. In cooperation with the RE chair, develop agenda for RE committee meetings

Communications

- a. manage RE e-mail (regularly, within posted hours daily)
- b. provide a submission for the newsletter (monthly)
- c. write and submit a monthly report to the Board (monthly)
- d. greet and welcome newcomers and visitors
- e. publicize the RE program (isn't this more of an RE Committee task?)
- f. prepare an insert in the order of service briefly describing classroom offerings (weekly)

Maintain and update curriculum resources

- a. maintain a diversified curriculum providing all children with a broad and comprehensive religious education (annually)
- b. maintain children's library with books relevant to UU principals (ongoing, weekly)
- c. be aware of new offerings and obtain them as needed (as needed)
- d. develop a yearly brochure that outlines year's upcoming curriculum

Professional Development

- a. participate in annual performance review (annually)
- b. participate in monthly BCD gatherings (monthly, as feasible)
- c. attend UUA renaissance workshops (annually)
- d. maintain awareness of RE issues through REACH and communicate with district colleagues.
- e. pursue professional reading and reflection

- f. join LREDA, the liberal religious educators association) and attend chapter meetings
- g. Actively work toward DRE credentialing if not already achieved

Facilitate Worship and Special Celebrations

- a. create and deliver a brief worship program once a month for the RE students (monthly)
- b. coordinate with minister on providing the entire congregation with an intergenerational worship service (quarterly)
- c. create and implement a minimum of 2 special events (holiday event, maypole celebration, etc.) (annually)
- d. coordinate with the minister or worship leader each week regarding a time for all ages (all worship weeks except first week of the month)
- e. In coordination with RE Committee, lead an RE service project the first Sunday of the month

Manage Nursery Staff

- a. recruit and hire nursery staff (annually)
- b. provide training for nursery staff and babysitters (annually)
- c. oversee nursery care (weekly)

Maintain Supplies and Records

- a. maintain attendance records
- b. collect and manage family/child registration database (as needed)
- c. prepare, manage and report on the RE budget (quarterly)
- d. spend and manage RE funds (as needed)
- e. maintain background check records (quarterly)
- f. store all documents of a personal nature in a locked file cabinet (annually)
- g. purchase and maintain supplies in each classroom, making sure supplies are removed when no longer needed (weekly)

Serve as a liaison between families and the church

- a. maintain regular office hours (weekly)
- b. create a mutual plan with families for managing disruptive behavior (annually and as needed)
- c. check in with families after extended absences (as needed)
- d. develop a path for open communications between families and the church

Manage Junior and Senior Youth Group

- a. provide Youth Group advisors with updated registration and emergency information (annually and on-going)
- b. Provide programming direction for advisors.
- c. coordinate with advisors about the Youth Service (annually)
- d. coordinate with advisors regarding on sight youth CONs
- e. regular communication with parents so that they feel informed and part of the program
- f. plan and coordinate bridging ceremony with advisors

VIII. Appendix: Excerpts from the P.P.M. Included For Your committee's Information only.

1. (II. Annual Program Evaluation)

PERFORMANCE EVALUATION (I. N.)

Each employee is evaluated annually with a written performance evaluation. The minister/supervisor will write each evaluation. All evaluations will be completed by March 15, signed and filed by March 21. The evaluations will be maintained in the Employees' permanent personnel files. Factors considered in assessing performance include, but are not limited to: job description, annual goals, quality and quantity of work and duties as directed by the supervisor; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct. Refer to the relevant Committee Handbook for more information on the evaluation process (Table of Contents, IX).

Employees report to the following supervisor: Sexton—Congregational Administrator; Assistant Office Administrator—Congregational Administrator; Congregational Administrator—Minister; Director of Religious Education—Minister; Director of Music—Minister.

In collaboration with their respective supervisor, employees are requested to identify goals and objectives prior to the beginning of the evaluation period, so that their work may be evaluated on the basis of clear criteria they have helped to develop.

The evaluation process is as follows: In March the minister/supervisor writes each employee evaluation. Evaluations must be completed by March 15, and filed by March 21. If the supervisor and employee agree on the evaluation by signing their names with no objections, the supervisor places the performance evaluation in the employee's personnel file, and notifies the Board and Personnel Committee seven (7) days before the April Board meeting. The supervisor advises the Personnel Committee to proceed with preparation of a new contract.

In the event of any unresolved issues, such as the employee signing her/his evaluation with objections, the parties have until the May Board meeting to resolve them. Unresolved issues should be directed to the Personnel Committee. The Personnel Committee will gather the evidence necessary to complete an investigation and/or hold a hearing. The Personnel Committee shall then recommend a resolution of the issue(s). If the Personnel Committee's recommendation does not resolve the issue(s) to either party's satisfaction, the dissatisfied party may then seek a review by the Board. The resolution recommended by the Board shall be binding on all parties. A contract for the next fiscal year is offered only after a satisfactory resolution of the outstanding issue(s).

2. (III. Resolving Employee Issues)

RESOLUTION OF EMPLOYEE COMPLAINTS (I. E.)

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

The employee should present any complaint or grievance to his or her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Minister.

If discussion with the Minister does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Personnel Committee, which will gather the evidence necessary to complete an investigation and/or hold a hearing. The Personnel Committee shall then recommend a resolution of the problem. If the supervisor is the Minister, then unresolved grievances should be directed to the Personnel Committee.

If the Personnel Committee's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Board. The resolution recommended by the Board will be binding upon all parties involved in the grievance.

The following is excerpted from section IV. B. The Supervisor is either the Minister or the Congregational Administrator.

B. WORK AND DISCIPLINARY GUIDELINES (IV. B)

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures, including verbal warnings, written warnings or termination.

Disciplinary Procedure (IV. B. 2.)

All matters of employee performance will be handled in a progressive process designed to improve the employee's performance in a fair and equitable manner.

Step 1 – Supervisor issues a verbal warning, outlining the problem with corrective action. Corrective action required within 14 days.

Step 2 – Supervisor issues a written warning, covering the recurrence of the problem with written corrective action required within 14 days.

Step 3 – Board issues a Termination notice as a result of no corrective action being taken by employee.

IX. RE Committee Job Description

Charge:

To support, enhance, and evaluate the Religious Education program.

Duties

- Attend regularly scheduled monthly meetings
- Actively participate in the sharing of ideas regarding the program
- Encourage involvement in RE volunteer opportunities
- Assist with teacher recruitment
- Participate in the evaluation of the RE program

X. UUCSC Religious Education Chairperson Job Description

Charge:

To schedule, organize, and coordinate the RE Committee.

Duties:

- Schedule monthly RE Committee meetings
 - Assure that meeting minutes are recorded and maintained.
 - Maintain availability to listen to, and address concerns regarding the RE program
 - Attend the Coordinating Council meetings
 - Provide support to DRE as needed
 - Maintain awareness of the RE budget
- Submit a yearly report for the congregation's annual business meeting